

Equal Employment Opportunities (EEO) Program Committee Terms of Reference

Purpose:

The purpose of the Committee is to guide NOAA in creating a workforce free of discrimination and one which reflects the workforce diversity of our customer base: by proactively monitoring, facilitating and recommending activities that make progress in meeting Equal Employment Opportunity objectives and concerns. The Committee monitors the implementation of NOAA=s affirmative employment initiatives, shares innovative approaches to increase the representation of underrepresented groups in our mission-related occupations, recommends outreach activities, plans NOAA-wide recruitment and EEO training initiatives, addresses accessibility and accommodation issues and recommends innovative approaches to complaint resolution .

Membership:

- § Chair & contact person: Director, NOAA Office of Civil Rights
Alfred A. Corea 301-713-0500 Alfred.A.Corea@noaa.gov
- § Executive Secretariat:
EEO Program Manager, CAO, CFO & Staff Offices
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- § Management Representation:
EEO Program Manager, National Ocean Service
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*Non-voting

Roles and Responsibilities:

- \$ The EEO Committee will meet quarterly, more often as necessary.
- \$ Call for agenda items contained in meeting announcements.
- \$ Executive Secretariat will draft agenda in consultation with the Chair.
- \$ Executive Secretariat will be responsible for formulating and distributing minutes.
- \$ Quorum will be a simple majority of members in attendance.

- \$ Responsibilities of the Committee include:
 - Discuss and recommend outreach activities designed to reach under-represented groups.
 - Plan NOAA-wide recruitment activities.
 - Research, develop and recommend innovative approaches to resolving discrimination complaints.
 - Develop an approach to cultural awareness programs that recognizes all members of the NOAA community.
 - Develop a communication strategy designed to keep NOAA employees informed of EEO activities.
 - Formulate EEO policy.

- The Committee may also consider:
 - Topics requested by any of its members.
 - Topics referred by the HCC or the NEP.

Decision Making Process:

Decisions will be accomplished by informed consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

Charter:

- \$ The EEO Committee was created by authority of the Deputy Under Secretary with the approval of the NEP.
- \$ The requirements drivers are: Titles VI & VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 and; any other laws, Executive Orders, regulatory guidelines or policy affecting affirmative action Equal Employment Opportunity and non-discrimination within the Federal Government.
- \$ The Committee will support and advise the HCC and work collaboratively with other Committees associated with the HCC.